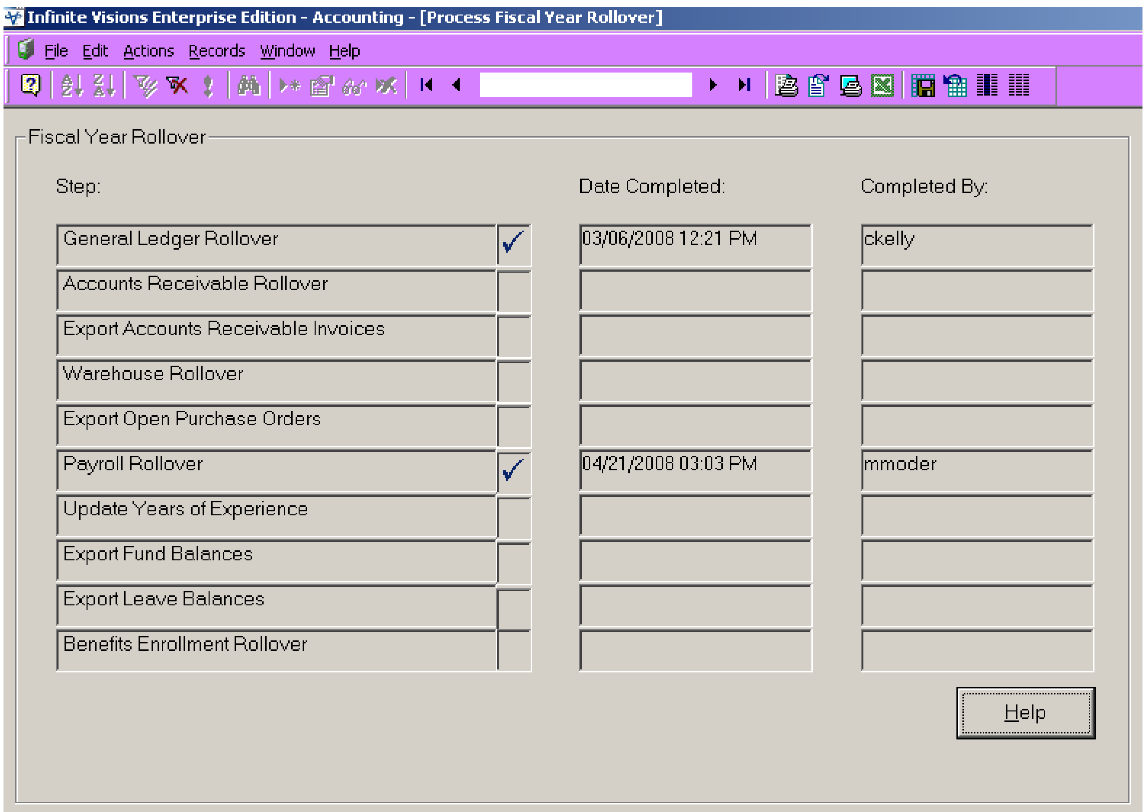
IVEE Fiscal Year Rollover

To Do BEFORE the Rollover

The Maricopa County Superintendent of Schools office will be performing some of the key rollover functions for districts running off of our servers (inside districts). In your FY0708 Connection Group go to *General Ledger > Utilities > Year End Processing > Process Fiscal Year Rollover*. The ones that Maricopa County does are:

- **General Ledger Rollover** – Creates Connection Groups for next Fiscal Year
- **Payroll Rollover** – Copies & resets some information in the next Fiscal Year. Allows district to begin configuring payroll in new year
- **Export Fund Balances** – This is done at the end of the Encumbrance Period by our office after all funds have been finalized.



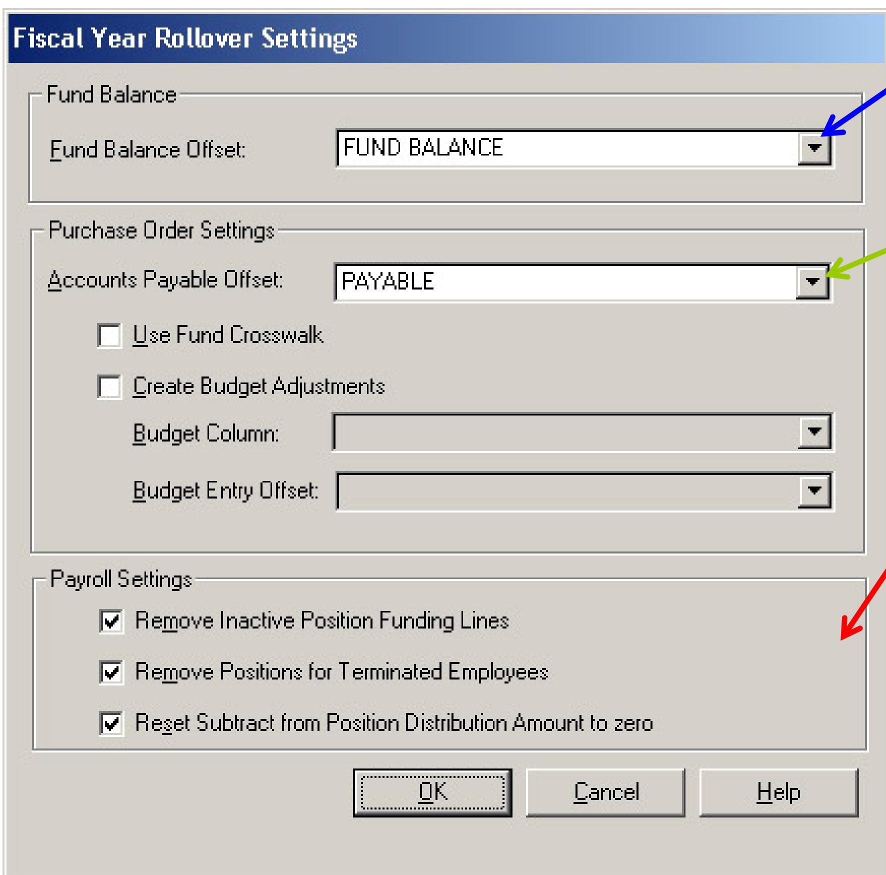
The other rollover features are optional and may be run by the district at your convenience. Some rollovers to consider:

- **Warehouse Rollover** – If your district uses the Warehouse Module then you will need to roll your inventory into the next FY.
- **Export Open Purchase Orders** – This allows you to select specific Open Purchase Orders to create automatically in the new FY.

- **Update Years of Experience** – This option will increment the years of Experience in the Employee Maintenance screen by 1
- **Export Leave Balances** – This should be run at the end of the FY and will take the current leave balance in this FY and create an Opening Balance transaction for the employee in the new FY

The first part of the rollover, for the General Ledger, will be done for all districts on March 13th & 14th. If your district wants this done before then you may contact the MCSOS Support Line and request that the GL rollover be completed early. This process takes a "snapshot" of what you have in FY0708 and copies that information into FY0809. This includes budgets, some default settings, accounts, DACs, etc. Any changes made to your GL area must be done BEFORE the rollover or you will have to make the changes twice.

After the GL Rollover is done you will need to go to *General Ledger > Configuration > Fiscal Year Rollover Settings* and set the appropriate options **in your current year FY0708 Connection Group**. In mid June, we will be doing the Payroll Rollover for all districts and these settings need to be reviewed before it's done. If your district wants the Payroll Rollover done before this date then you may contact the MCSOS Support Line and request that it be completed early.



Set your Fund Balance Offset.
???.000.0000.0330.000.000.0000

Set your AP Offset.
???.000.0000.0201.000.000.0000

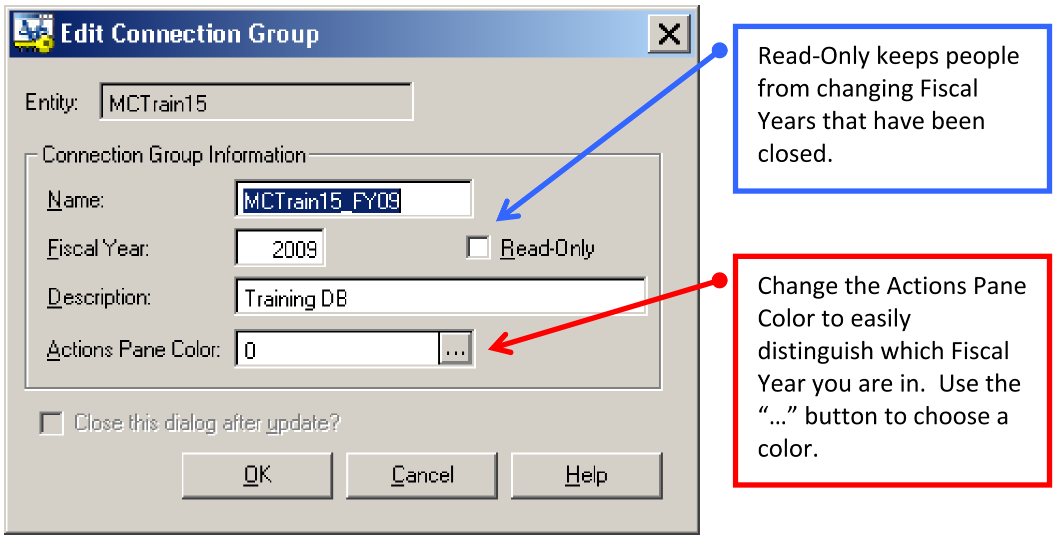
Should Inactive funding lines be removed? Should positions tied to terminated employees be *deleted*? Should the Subtract from Distribution field in Employee Positions be zeroed?

Note: These boxes are disabled until your GL Rollover is complete.

Setting up FY0809

In Administration

One of the first things you should do is change the color of the Action Pane (the panel on the left-hand side) for your new Fiscal Year. To do this, an Administrator at your district will need to go into the Administration Program. Next, expand the list on the left-hand side to view the Entities. You should then see your District in there. Now expand your district to see the Connection Groups, Licensing, User Roles and Users on the left. Highlight the Connection Groups and you should see a list of icons on the right-hand side, one for every fiscal year. Double click (or highlight and "edit") on your new fiscal year to open the Edit Connection Group screen. Set the Actions Pane Color then click OK.



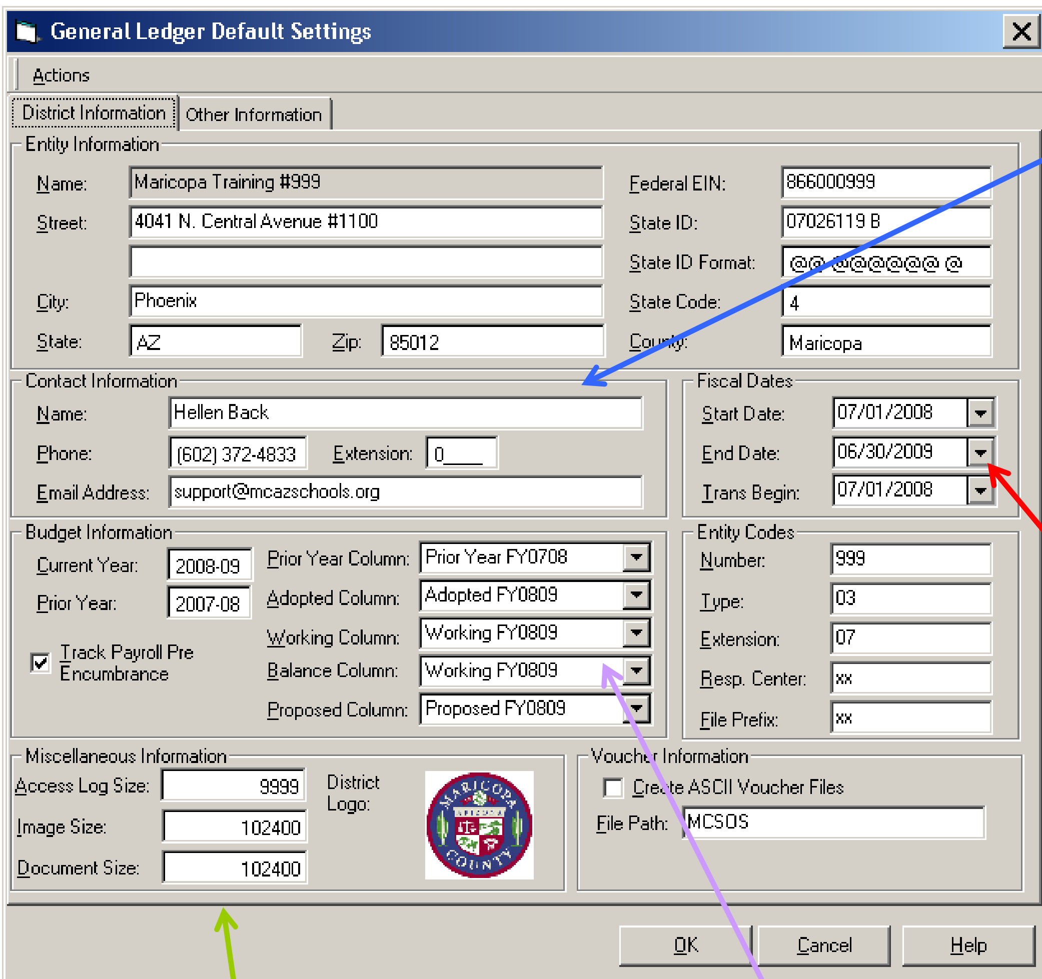
For older fiscal years you may wish to set them as "Read-Only". This will keep people from going into a previous year and changing information while still allowing them to view the data.

In IVEE

Now there are a few things that need to be set in your new Fiscal Year Database. Some items are suggestion only, required changes will be notated.

General Ledger

Go to *General Ledger > Configuration > General Ledger Default Settings.*



Update your contact information.

Set your Fiscal Year Dates.

Required

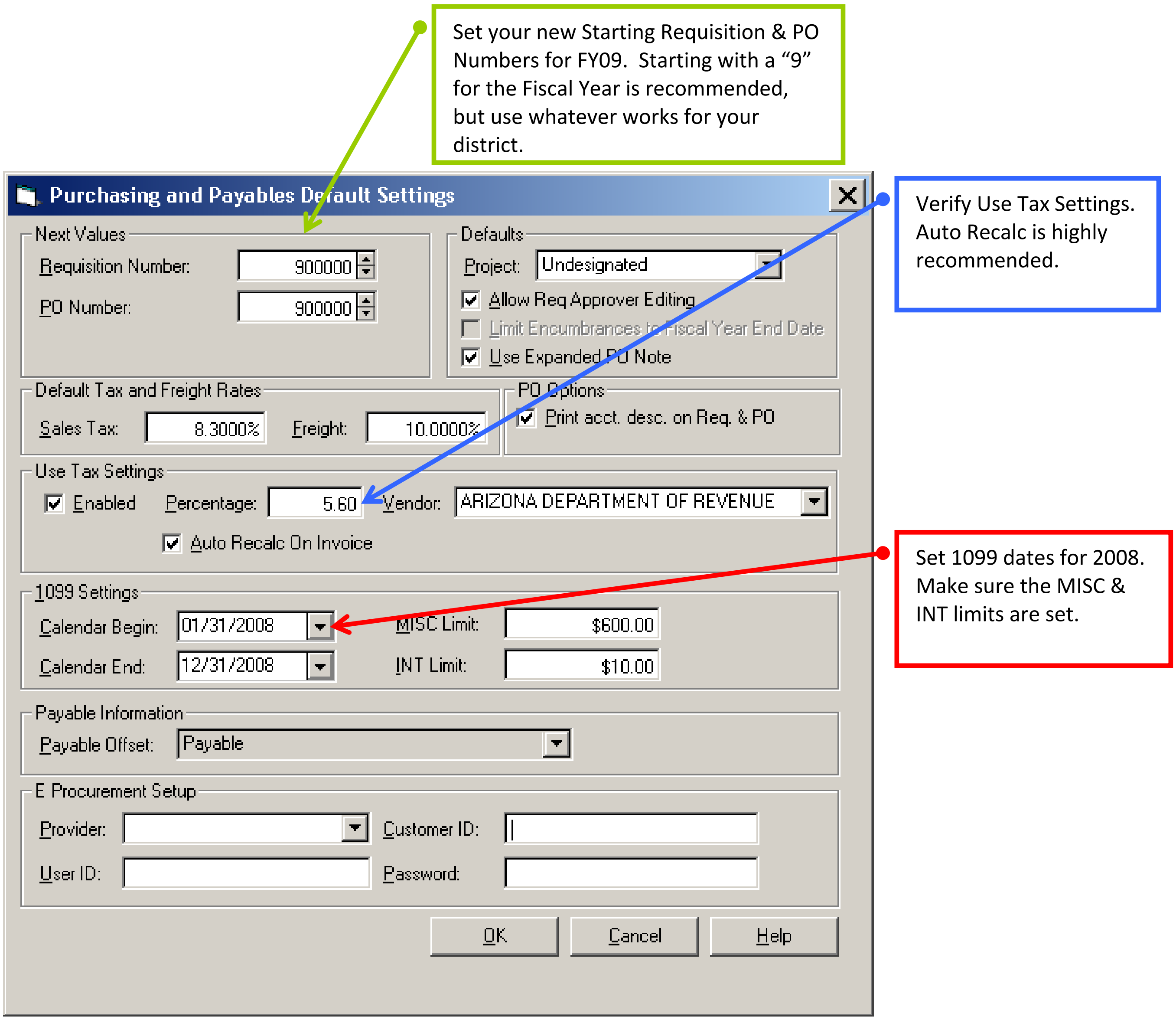
Set Access Log to at least 9999. Set Image & Document sizes to 102400. This is for Employee pictures, signatures, & other documents up to 100kb in size.

Set your budget columns for the new Fiscal Year. Budget columns can be added, deleted, or renamed in *General Ledger > Configuration > Budget Columns*

Required

Purchasing & Payables

Go into Purchasing & Payables. Go to *Configuration > Purchasing & Payables Default Settings*. **This should be done as soon as possible before requisitions are created in the new fiscal year.**

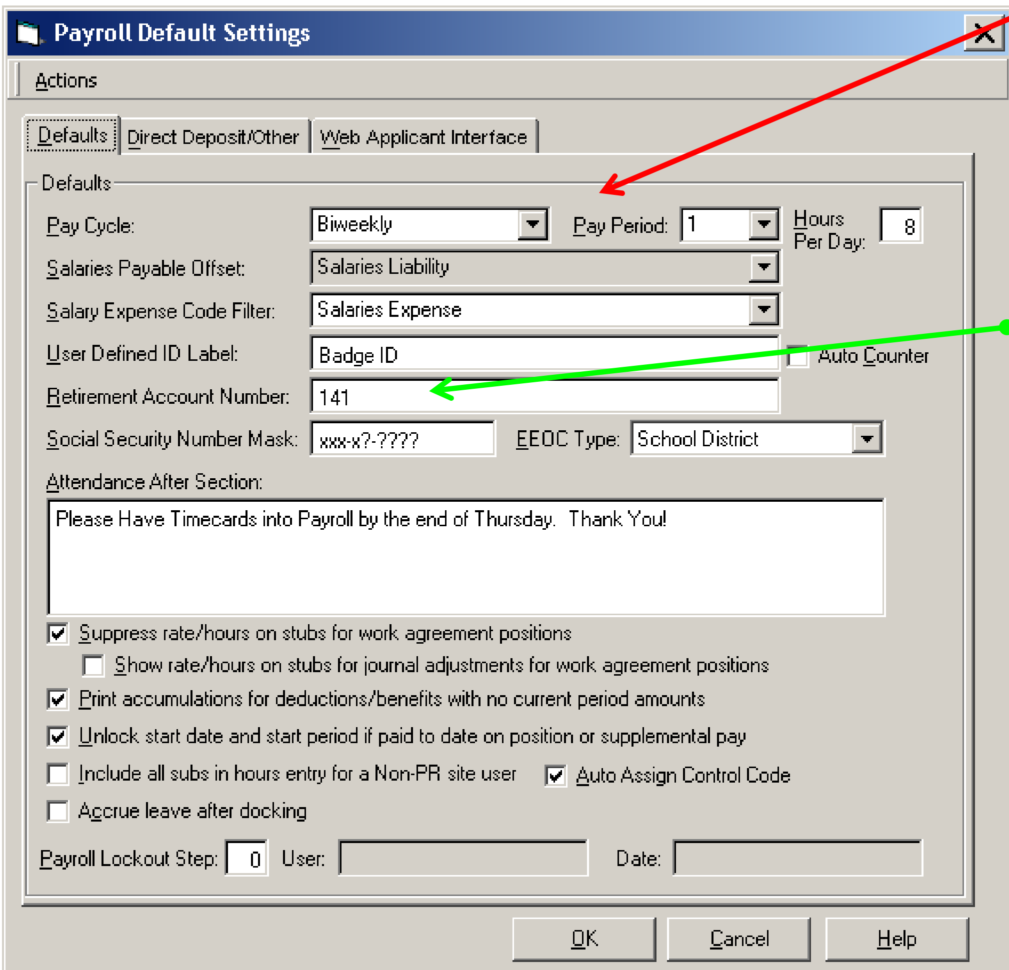


Rollover Note: After the rollover is done, vendors added in the new fiscal year will automatically be created in the old year and vice versa.

Payroll

First, review all of your user security settings for FY0809. This is important to do before starting to work with employees in FY0809 because the wrong security settings could create more work.

Now go to *Payroll > Configuration > Payroll Default Settings*. This should be done after the County has done your Payroll Rollover in June.



Set default pay cycle & pay period. Set your offsets!

Required

Make sure your retirement account number is correct

Required

Rollover Note: After the rollover is done, employees added in the new fiscal year will automatically be created in the old year and vice versa.

Payroll (con't)

Now you are free to start finalizing pay cycles & work calendars. There are also some deductions that will need to be updated after you rollover.

ASRS

Arizona State Retirement rate for 0809 is ***going down*** to 8.95%. The LTD rate remains the same at .5%. Per Arizona State Retirement, the rate that you use for any paycheck is the pay period end date. For example, if your pay period end date is June 29, but your check date is in July, you should take the ASRS Retirement deduction at the rate that was in effect on June 29, the pay period end date.

Federal Tax Withholding and Advanced EIC

Tax tables will need to be entered for 2009. Since those rates aren't available yet, you will have to copy your current 2008 tables into 2009. You can do this by opening up the deduction and going to *Actions > Setup*. On the setup screen go to *Actions > Copy* then select where you are copying to. Don't forget to do it for both single AND married and make sure the exemption amount is entered. EIC deduction tables need to be copied as well if your district uses this deduction.

Need More Help?

Go to our website at http://www.maricopa.gov/schools, click on the Technical Support link to expand the menu on the left and select Visions Support.

Of course, you may always contact the MCSOS Helpdesk via phone @ (602) 372-4833 or through the email @ support@mcazschools.org.